

## Whole-School Policy on Safeguarding

ACADEMIC YEAR 2016 -2017

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Author:	JLC
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Signed:	JLC

Record of Alterations

Updates from the Kirklees Model Policy 2016-17

## Shelley College Policy for SAFEGUARDING

There are key people within Shelley College who have specific responsibilities under Safeguarding procedures:

Academic Year	Designated Safeguarding Lead	Deputy Safeguarding Designated Lead(s)	Nominated Safeguarding Governor	Principal	Chair of Governors	Student Managers
2016 – 2017	Jenny Carr	Lisa Alcock Greg Wadsworth	Naeem Siraj	John McNally	Nick Wilson	Year 10 = Lynn Bird Year 11 = Allison Schofield Year 9 = Kim Ruddick Year 12 and 13 = Greg Wadsworth and Mia Dukeson
2015 – 2016	Jenny Carr	Julie Hampson Greg Wadsworth	Naeem Siraj	John McNally	Nick Wilson	Year 9 = Lynn Bird Year 10 = Allison Schofield Year 11 = Kim Ruddick Year 12 and 13 = Greg Wadsworth

### Safeguarding at quick reference guide

#### Key members of staff:



Mrs J Carr  
Designated Safeguarding Lead  
[jenny.carr@shelleycollege.org](mailto:jenny.carr@shelleycollege.org)



Miss Alcock Hampson  
Deputy Designated Safeguarding Lead  
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Deputy Designated Safeguarding Lead and 6<sup>th</sup> Form Student Manager  
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[Lynn.bird@shelleycollege.org](mailto:Lynn.bird@shelleycollege.org)



Miss K Ruddick  
Year 9 Student Manager  
[Kim.Ruddick@shelleycollege.org](mailto:Kim.Ruddick@shelleycollege.org)



Mrs A Schofield  
Year 11 Student Manager  
[Allison.schofield@shelleycollege.org](mailto:Allison.schofield@shelleycollege.org)

Policy review dates

Review Date	Changes made	By whom	Date Shared
18.9.2016	Adopted Kirklees Model Policy	J Carr	
20.9.2015	Updates from Kirklees	J Carr	

Dates of Staff training and details of course title and training provider

Whole College	Designated Safeguarding Lead	Cover for the role of Designated Safeguarding Lead
February and March 2016 Kirklees Safeguarding Training	November 2015 NSPCC – Designated Safeguarding Lead Training	

Governor Review of policy dates

September 2016
September 2015

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## Introduction

The policy makes reference to, and is compliant with:

- West Yorkshire Consortium Safeguarding Children Procedures (see link from Kirklees Safeguarding Children Board website at [www.kirkleessafeguardingchildren.co.uk](http://www.kirkleessafeguardingchildren.co.uk) or go direct to the manual at: <http://www.proceduresonline.com/westyorksrb/>)
- “Working Together to Safeguard Children” (2015)
- “What to do if you are worried a child is being abused” (2015)
- “Keeping Children Safe in Education” (2016)

## Section 1 College Commitment

**This policy applies to all adults, including volunteers, working in or on behalf of the College.**

‘Everyone working in or for our College service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our College setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our College setting’

Shelley College is committed to safeguarding and promoting the well-being of all of its students. Each student’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at College, behaviour may be challenging. We recognise that they may exhibit concerning behaviours and at times this may impact on other children either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our students.

### Professional Behaviour of all staff

- All staff (teaching, support, volunteers and contractors) are responsible for the Safeguarding of Shelley College students.
- All students on roll at the College are classified as a child for the purposes of Safeguarding.
- Occasionally, a child or young person may develop an infatuation with an adult who works with them. In this situation the adult should deal with this situation as sensitively and appropriately, to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach. If a situation such as this arises it must be referred to the Designated Safeguarding Lead (DSL). (Safer Working Practices Guide for adults that work with children and young people) (March 2013)
- Where a person aged 18 or over is in a specified position of trust, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. (Sexual Offences Act 2003). (In a position of trust is referring to an individual who works at an educational establishment where the student is on roll).

- All adults who work with, and on behalf of children are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children and young people. (Safer Working Practices Guide for adults who work with children and young people) (March 2013)
- If you suspect a breach of College policy with regards to Safeguarding, it is your responsibility to report this to the Designated Safeguarding Lead or the Deputy, or follow the College Whistleblowing Policy.
- It is in the interest of all staff, if working on a one to one basis with a student, to be in an area where they can be seen, to reduce the risk of allegations being made against them.
- Members of staff must not be friends with students on social media sites (with the exception of parent/child relationships) and it is advisable to ensure your security settings are such that students or their parents are unable to see your personal information.
- Members of staff must ensure their behaviour on social media sites do not bring their professionalism or the college's name into disrupt.



## Section 2 Providing a Safe and Supportive Environment

### 2.1 Safer Recruitment and Selection

The College pays full regard to DfE guidance 'Keeping Children Safe in Education' (2016).

We ensure that all appropriate measures are applied in relation to everyone who works in the College who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the candidates DBS status, the Children's List, Disclosure and Barring Service (DBS) check and proof of right to work in England checks.

In line with statutory changes, underpinned by regulations, the College/college will maintain a Single Central Record (SCR). This document will cover the following people:

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the College: in colleges, this means those providing education to children; and
- for independent Colleges, including academies and free Colleges, all members of the proprietor body.

The information that must be recorded in respect of all staff members mentioned above, is whether the following checks have been carried out or certificates obtained, **and** the date on which each check was completed/certificate obtained apply:

- an identity check;
- a barred list check;
- an enhanced Disclosure and Barring Service (DBS) check;
- a prohibition from teaching check;
- a section 128 check (for management positions as set out in paragraph 99 for independent Colleges, including free Colleges and academies);
- further checks on people who have lived or worked outside the UK: this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
- a check of professional qualifications; and
- a check to establish the person's proof of right to work in the United Kingdom.

For supply staff, the College will include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff and the date that confirmation was received.

Where checks are carried out on Volunteers, the College will record this on the single central record.

Under no circumstances will a Volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity with a child.

Mr McNally	Principal and CEO
Mr Wadsworth	Associate Principal
Mrs Carr	Vice Principal and Designated Safeguarding Lead
Miss Barton	HR Officer
Ms Walker	HR Manager
Mr South	Operations Director
Ms Stapleton	Environment & Events Team Leader

The above named have undertaken Safer Recruitment in Education Training. One of the above will be involved in all staff and volunteer appointments and arrangements.

## 2.2 Safe Practice

Our College will comply with the current Safe Practice guidance to be found in Kirklees Safeguarding Procedures at [www.kirkleessafeguardingchildren.co.uk](http://www.kirkleessafeguardingchildren.co.uk)

Safe working practice ensures that students are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question;
- discuss and/or take advice from College management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender, sexuality or disability;
- comply and are aware of the confidentiality policy;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

College staff having concerns about another member of staff:

- staff members having concerns about another member of staff will report these to the head teacher/principal.
- where staff members have concerns about the head teacher/principal, these will be reported to the chair or governors, chair of management committee or proprietor of an independent College as appropriate. Where the head teacher/principal is the proprietor then the concern should be reported to the Local Authority Designated Officer (LADO).

College staff having concerns about safeguarding practices:

- all staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the College or college's safeguarding regime and that such concerns will be taken seriously by the senior leadership team.
- appropriate whistleblowing procedures, are in place within the College/college and can be read in further detail by accessing the separate College/college whistleblowing policy.



- where a staff member feels unable to raise an issue with their senior leadership or feel that their genuine concerns are not being addressed, other whistleblowing channels may be open to them by accessing; [www.gov.uk/whistleblowing](http://www.gov.uk/whistleblowing) or alternatively [www.gov.uk/government/news/home-office-launches-child-abuse-whistleblowing-helpline](http://www.gov.uk/government/news/home-office-launches-child-abuse-whistleblowing-helpline)

### **2.3 Safeguarding Information for students**

All students in our College are aware of a number of staff who they can talk to. The College is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have a senior member of staff (DSL) with responsibility for safeguarding and know who this is. We inform students of whom they might talk to, both in and out of College, their right to be listened to and heard and what steps can be taken to protect them from harm. The Skills for Life curriculum includes online safety awareness materials and we help students learn how to keep safe.

Our College will ensure that students are made aware that information can be found on the helpline displays around school, in the student planner and students are always encourage to speak to staff in particular student managers and form tutor. We also provide information from the following websites: <http://www.nspcc.org.uk> <http://ceop.police.uk/>

We consult with student via student voice, the school student leadership team and via suggestion boxes.

### **2.4 Partnership with Parents**

The College shares a purpose with parents to educate and keep children safe from harm. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Shelley College will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with their son/daughter's student manager or the Designated Safeguarding Lead (Mrs Carr).

The College's safeguarding policy is available by accessing the College website, hard copies are also available in the College reception.

Shelley College is committed to ensuring the welfare and safety of all children in College and we follow the Kirklees Safeguarding Children Board procedures. The College will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the College will discuss concerns with the Referral and Response Service and/or the Police without parental knowledge (in accordance with Kirklees Safeguarding Children Procedures). The College will, of course, always aim to maintain a positive relationship with all parents.

If you would like further information regarding keeping children safe you can access information designed for parents at: [www.kirkleessafeguardingchildren.co.uk](http://www.kirkleessafeguardingchildren.co.uk) [www.nspcc.org.uk](http://www.nspcc.org.uk) [www.ceop.gov.uk](http://www.ceop.gov.uk) or Kirklees Referral and Response Service on 01484 456848).

### **2.5 Partnerships with others**

Our College recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in Kirklees Safeguarding Children Board. At Shelley College we work closely with the Local Authority, Barnardo's, Police, Health, Local District Council, and the NSPCC. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## 2.6 College Training and Staff Induction

The College's Designated Safeguarding Lead (**DSL**) with responsibility for child protection, undertakes appropriate child safeguarding training and inter-agency working training (provided by the Kirklees Safeguarding Children Board).

**The DSL** and any deputies will undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years. In addition to their formal training, their knowledge and skills will be updated (for example, via e- bulletins, meeting other DSL's, or taking time to read and digest safeguarding developments), at regular intervals, **but at least annually**, to keep up with any developments relevant to their role.

**The Head teacher and all other College staff**, including non-teaching staff, will receive appropriate safeguarding and child protection training which is regularly updated. In addition, all staff members will receive safeguarding and child protection updates (for example, via e-mail, e-bulletins and staff meetings), as required, **but at least annually**, to provide them with relevant skills and knowledge to safeguard children effectively.

*The Basic Awareness of Child Abuse and Neglect online training can be accessed at [www.kirkleessafeguardingchildren.co.uk](http://www.kirkleessafeguardingchildren.co.uk)*

*The whole College Basic Awareness in Child Safeguarding training can be booked via the KSCB Colleges Safeguarding Officer on 01484 225804*

All staff (including temporary staff and volunteers) are provided with the College's Child Safeguarding Policy and informed of College's child protection arrangements on induction.

## 2.7 Support, Advice and Guidance for Staff

Staff will be supported by The Designated Safeguarding Lead, the Local Authority and professional associations. The designated Safeguarding Lead for Child Protection will be supported by the Principal.

Advice is available from Kirklees Referral and Response Service (RARS) and the Police Child Safeguarding Unit (See Contacts List Appendix 1) as well as from the Safeguarding Officer for Colleges & Learning - Steve Barnes 01484 225804

## 2.8 College Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as student health, child sexual exploitation (CSE), bullying (including cyberbullying), domestic abuse, drugs and substance misuse, fabricated or induced illness, faith abuse, female genital mutilation (FGM), forced marriage, gangs and youth violence, gender-based violence/violence against women and girls (VAWG), mental health, private fostering, radicalisation, sexting, teenage relationship abuse, trafficking etc. There may be other emerging safeguarding issues that are local to the College or its area.

*Keeping Children Safe in Education (2016)*. - Is the latest government publication on Child Safeguarding in Colleges and is referred to in all our policies.

Children Missing from Education  
[www.gov.uk/government/publications/College-attendance](http://www.gov.uk/government/publications/College-attendance)

The law requires all Colleges to have an admission register and, with the exception of Colleges where all students are borders, an attendance register. All students must be placed on both registers.

Shelley College will inform the local authority of any student who is going to be deleted from the admission register. It will be done as soon as the grounds for deletion are met and in any event prior to the name of the student being deleted, so that the local authority can identify children of compulsory College age who are missing education and follow up on any child who may be at risk of abuse or neglect.

The College will inform the local authority of any student who fails to attend College regularly, or has been absent without the College's permission for a continuous period of 10 College days or more.

Contact: Children Missing from Education Team on: 01484 221919

### Confidentiality

The College has regard to "Information Sharing: Practitioner's guide" HM Government, 2015  
[www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice](http://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration".

**The College has a clear and explicit confidentiality policy.**

The College policy indicates:

- a) **Information must be shared with Police and Social Care Referral and Response Service (RARS) where the child/young person is / may be at risk of significant harm.**
- b) **When the student's and/or parent's confidentiality must not be breached.**
- c) **That information is shared on a need to know basis.**

## **2.9 Student Information**

Our College will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the College requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives;
- names and contact details of all persons with parental responsibility (if different from above);
- emergency contact details (if different from above);
- details of any persons authorised to collect the child from College (if different from above);
- any relevant court orders in place including those which affect any person's access to the child (e.g. Children and Families Court Order, Injunctions etc.);
- if the child is or has been subject to a Child Protection Plan;
- name and contact detail of G.P.;
- any other factors which may impact on the safety and welfare of the child.

The College will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting data protection and safeguarding requirements.

## 2.10 Roles and Responsibilities

### ***Our Governing Body will ensure that:***

- The College has a named governor, holding responsibility for safeguarding. Our named safeguarding governor is Naeem Siraj. Contact can be made via the College office.
- The College has a Child Safeguarding Policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available on the College website and to parents on request.
- The College operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken Safer Recruitment Training (reviewed every 5 years).
- The College has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures.
- Online safety policy and procedures are in place and training and support is provided for staff and students to ensure that there is a good understanding of child protection issues related to electronic media.
- A senior member of the College's leadership team is designated to take lead responsibility for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies. This role will be specified in their job description and carry the title Designated Safeguarding Lead. This lead role will not be delegated; however the Designated Safeguarding Lead professional may be assisted by a number of deputies all of whom will be trained to the same standard.
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements.
- A governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher.
- Where services or activities are provided on the College premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the College on these matters where appropriate.
- They review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.
- Governors (Safeguarding Governors) will attend safeguarding training.
- The Governing body/ proprietor will ensure that children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.

### ***Our Principal will ensure that:***

- The policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding lead and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

- A full working relationship is maintained with the Kirklees Virtual College head teacher Janet Tolley in respect of all students at the College who are subject of 'looked after' status. (01484 221000)

***Designated Safeguarding Lead with Responsibility for Child Safeguarding will:***

Manage referrals

- Refer cases of suspected abuse to Kirklees Referral and Response Service as required.
- Support staff that make referrals to Kirklees Referral and Response service.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Support staff who make referrals to the Channel programme.
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Refer cases where a crime may have been committed to the Police as requested.

Whilst activities of the Designated Safeguarding Lead may be delegated, the ultimate lead responsibility for child safeguarding remains with the Designated Safeguarding Lead.

Work with others

- Liaise with the head teacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and all Police investigations.
- As required, liaise with the "case manager" and the Local Area Designated Officer (LADO) for child protection concerns (all cases which concern a member of staff).
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Undertake Training:

- The Designated Safeguarding Lead (and all deputies) will undergo training to provide them with the knowledge and skills required to carry out their role. This training will be updated every two years.
- The Designated Safeguarding Lead will undertake Prevent awareness training.
- In addition to the formal training set out above, their knowledge and skills will be refreshed at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so that they:
  - Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as the single assessment process.
  - Have a working knowledge of how Kirklees Safeguarding Children Board operates, the conduct of a child protection conference and be able to attend and contribute to these effectively when required to do so.
  - Ensure each member of staff has access to and understands the College's safeguarding policy and procedures.
  - Ensure that all staff have safeguarding and online safety training as part of their induction.
  - Are alert to the specific needs of children in need, those with special educational needs and young carers
  - Keep detailed accurate secure written records of referrals; discussions with other agencies and/or concerns.
  - Understand and support the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
  - Obtain access to resources and attend any relevant or refresher training courses

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff.

#### Raising Awareness:

- The Designated Safeguarding Lead will ensure the College's safeguarding policy is known, understood and used appropriately.
- Ensure the College's safeguarding policy is updated and reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the governing body or proprietors regarding this.
- Ensure the safeguarding policy is available publicly and that parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the College in this to avoid conflict later.
- Link in with Kirklees Safeguarding Children Board to make sure staff are aware of training opportunities and the latest policies on safeguarding.

#### Child Safeguarding file

- Where a child leaves the College, ensure the child's individual safeguarding file is copied and original transferred to the new institution as soon as possible. This will be transferred separately from the main student file, ensuring secure transit and confirmation of receipt should be obtained.
- If a child goes missing or leaves to be educated at home, then the child's safeguarding file will be copied and the copy forwarded to the Attendance & Student Support Service.

Where the parents inform College that they wish to 'home educate' their child, the College will contact the Student Referral Service Business Support for EHE – Kimberley Dyson 01484 221000 ext 72491

#### Availability

- During term time the Designated Safeguarding Lead (or a deputy) will always be available (during normal College or college hours) for staff in College (or college) to discuss any safeguarding concerns. Whilst generally speaking the Designated Safeguarding Lead (or deputy) would be expected to be available in person. In exceptional circumstances availability via phone and or Skype or other such mediums is acceptable.

#### ***All staff and volunteers will:***

- Fully comply with the College's policies and procedures.
- Inform the designated safeguarding lead of any concerns as soon as possible and will back up any verbally related concerns in writing.
- Identify children who would benefit from early help intervention in addressing needs/concerns from the outset at a lower level in order to prevent crisis situations arising in the future. Where such children are identified staff should bring these to the attention of the designated safeguarding lead who will follow the procedures laid down in section 4 of this policy.
- Ensure that all written concern forms are delivered to the Pastoral office which will act as a single location co-ordination and onward transmission as appropriate to the designated safeguarding lead.

### **Section 3 Identifying Children who are Suffering or Likely to suffer Significant Harm**

Teachers and other adults in College are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, students,

parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or College staff being alerted to concerns.

### 3.1 Definitions:

**A child:** As in the Children Act of 1989 and 2004, a child is anyone who has not yet reached his/her 18<sup>th</sup> birthday or in the case of disabled children 25 years.

**Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

**Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet and mobile phones). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caretakers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying via the internet or mobile phones), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **3.2 Specific Safeguarding Issues**

#### **Peer on Peer Abuse**

Staff should not underestimate the potential for one child or young person to abuse another. There are many different forms peer on peer abuse can take, which may involve all the above 4 categories. Abuse may involve person to person contact, however abuse involving the use of technology such as online bullying, social media abuse and “sexting” is on the increase and should be positively dealt with. There should be an understanding of the different gender issues that can be prevalent when dealing with peer on peer abuse. Staff are reminded that peer on peer abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”. Staff becoming aware of peer on peer abuse will take appropriate action as detailed in section 4 of this policy.

College and college staff can access government guidance as required on the issues listed below at a number of .GOV.UK website addresses

These include:

- bullying including cyberbullying [www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying)
- children missing from Education [www.gov.uk/government/publications/children-missing-education](http://www.gov.uk/government/publications/children-missing-education)
- child missing from home or care [www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care](http://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care)
- domestic violence [www.gov.uk/domestic-violence-and-abuse](http://www.gov.uk/domestic-violence-and-abuse)
- drugs [www.gov.uk/government/publications/drugs-advice-for-Colleges](http://www.gov.uk/government/publications/drugs-advice-for-Colleges)
- fabricated or induced illness [www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced](http://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced)
- faith abuse [www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief](http://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief)
- forced marriage [www.gov.uk/forced-marriage](http://www.gov.uk/forced-marriage)
- gangs and youth violence [www.gov.uk/government/publications/advice-to-Colleges-and-colleges-on-gangs-and-youth-violence](http://www.gov.uk/government/publications/advice-to-Colleges-and-colleges-on-gangs-and-youth-violence)
- gender based violence [www.gov.uk/government/policies/violence-against-women-and-girls](http://www.gov.uk/government/policies/violence-against-women-and-girls)
- hate [www.educateagainsthate.com/](http://www.educateagainsthate.com/)
- mental health [www.gov.uk/government/publications/mental-health-and-behaviour-in-Colleges--2](http://www.gov.uk/government/publications/mental-health-and-behaviour-in-Colleges--2)
- missing children and adults strategy [www.gov.uk/government/publications/missing-children-and-adults-strategy](http://www.gov.uk/government/publications/missing-children-and-adults-strategy)
- private fostering [www.gov.uk/government/publications/children-act-1989-private-fostering](http://www.gov.uk/government/publications/children-act-1989-private-fostering)
- sexting [www.ceop.police.uk/Media-Centre/Press-releases/2009/What-does-sexting-mean/](http://www.ceop.police.uk/Media-Centre/Press-releases/2009/What-does-sexting-mean/)



- teenage relationship abuse [www.disrespectnobody.co.uk/relationship-abuse/what-is-relationship-abuse/](http://www.disrespectnobody.co.uk/relationship-abuse/what-is-relationship-abuse/)
- trafficking [www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance](http://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance)

Plus the following:

### 3.3 Child Sexual Exploitation (CSE)

[www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited](http://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited)

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

The following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss College or education or do not take part in education.

### 3.4 Female Genital Mutilation (FGM) and "honour based" violence

[www.gov.uk/government/publications/female-genital-mutilation-guidelines](http://www.gov.uk/government/publications/female-genital-mutilation-guidelines)

So-called 'honour based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, College/college staff will speak with the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

If staff have a concern regarding a child that might be at risk of HBV they should activate local safeguarding procedures (as set out in section 4 of this policy), using existing national and local protocols for multi-agency liaison with police and children's social care.

FGM is defined by the World Health Organisation as "all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons". There is no cultural or religious justification for FGM and it has been illegal in this country since 1985. If it is performed on a British citizen in the UK or overseas it is a crime. It can leave women and girls traumatised as well as in severe pain, cause difficulties in child birth, and in some rare cases it can lead to death. Current prevalence studies estimate that as many as 60,000 women and girls in the UK could be at risk of FGM, and over 137,000 may already be living with the consequences.

The main countries of origin where FGM is practiced include Africa and the Middle East.

FGM frequently involves young girls between the ages of infancy and 15 years of age.

Professionals need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

#### Warning signs of Girls at Risk

- Member of a community whose country of origin practises FGM and that is less integrated into UK society;
- A girl whose sister or other relatives have undergone FGM;
- A girl whose parents have withdrawn her from lessons featuring FGM (where other warning signs are also present);
- Families making preparations for an extended holiday, including arranging vaccinations in the country of origin;
- Families may practice FGM in the UK when a female family member elder is visiting from the country of origin;
- You may hear reference to FGM in conversation, for example a girl may tell other children about it.

#### **Mandatory reporting of FGM - duty on Schools / Colleges:**

Section 74 of the Serious Crime Act 2015 places a **statutory duty** upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover that FGM has carried out on a girl under 18 years. Those failing to report such issues will face disciplinary sanctions. Further detail can be found at [www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information](http://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information). At Shelley College, we would ask you to report the matter to the Police in conjunction with the Designated Safeguarding Lead so we have maintain detailed records on all Safeguarding matters.

#### **3.5 Preventing Radicalisation** [www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance)

Prevent is one of strand of the UK's overall counter terrorism strategy, known as CONTEST. Prevent aims to stop people becoming terrorists or supporting terrorism by focusing on the following 3 objectives;

- challenging **ideologies** that support terrorism and those who promote it;
- protecting vulnerable **individuals** from being drawn into extremism through appropriate advice and support;
- supporting sectors and **institutions** where there is a risk of radicalisation.

Section 26 of the Counter Terrorism and Security Act 2015 places a statutory duty on specified authorities to have *'due regards to the need to Prevent People from being drawn into terrorism'*. Specified authorities identified as part of this duty apply to bodies which have significant interaction with children, young people and adults who could be vulnerable to radicalisation and extremism. The authorities listed within this duty include early years and out of College settings, Colleges, colleges and private and voluntary services that exercise functions in relation to children, for example children's homes and private fostering agencies.

In order to fulfil their statutory duty authorities within these areas should address the following key points;

## 1. Risk assessments

- Assess the risk of children and young people being drawn into extremist ideologies within their institution.
- Demonstrate an understanding of risks affecting children in their area.
- Have clear safeguarding procedures in place via their Designated Safeguarding Lead (DSL) – including appropriate recording keeping.
- Respond in an appropriate manner in issues of concern, making appropriate referrals to Channel.
- Prohibit extremist speakers within their institutions.

## 2. Staff training

- Assess the individual training needs of staff within their institution (including governors) and ensure key staff have an awareness of Prevent and have attended the Workshop to Raise Awareness of Prevent (WRAP) and completed the home office or National College of Policing e-learning packages:  
<https://www.elearning.prevent.homeoffice.gov.uk/>.  
[http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)
- Ensure that key staff such as safeguarding and curriculum leads attend any enhanced Prevent training offered via the Kirklees Prevent Hub.
- Ensure that the designated safeguarding leads and Head Teachers within institutions cascades appropriate Prevent related information and guidance to staff. Regular Prevent updates are circulated via 'Heads up' and One Hub.

## 3. Working in Partnership

- Use the Kirklees Prevent Hub to and or the Kirklees Referral and Response Service to raise Prevent issues and concerns.
- Engage with parents and families, providing assistance and advice to these individuals and families where necessary.

## 4. IT Policies

- Ensure there are suitable IT filtering policies in place (including Wi-Fi).
- Conduct regular e-safety awareness raising awareness of the online risks of harm to parents, children and staff.

## Prevent in Kirklees

The Kirklees approach to Prevent focuses on engagement and safeguarding. The Kirklees approach identifies and tackles all forms of extremism (violent, non-violent, Islamist and right wing) and aims to prevent radicalisation by identifying risk at the earliest possible. The work of the Kirklees Prevent Hub focuses on prevention and early intervention and the Kirklees Channel Panel ensures that those identified as being vulnerable to radicalisation are supported at an early stage before risk establishes itself at a more severe and or harmful level.

The Kirklees Channel Panel is a multi-agency safeguarding program that works to support vulnerable people from being drawn into terrorism. The Channel panel provides a range of support mechanisms for individuals such as mentoring, counselling, ideological challenge and assistance with employment. Channel is a voluntary process and involvement in Channel does not lead to a criminal record unless a crime has been committed.

The Kirklees approach to Prevent recognises that the radicalisation process can be complex and that there is *no single factor or indicator* to identify an individual at risk of radicalisation. There are no academically proven checklists that exist that will accurately identify a person who is becoming radicalised and may go on at a later time to commit acts of terror. A single comment or one off statement does not necessarily mean that an

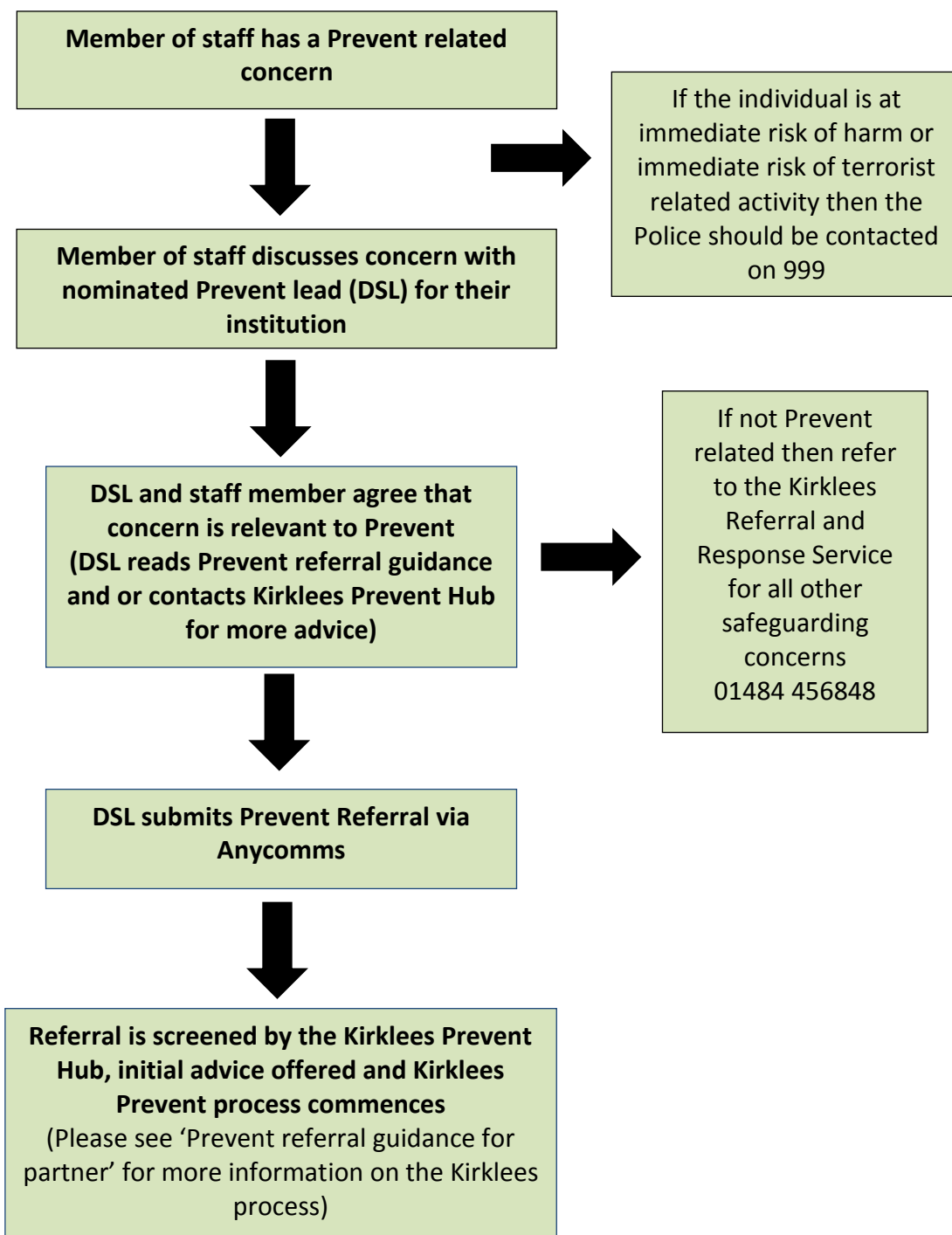
individual is at risk of radicalisation and those involved in extremism can come from a range of backgrounds and experiences.

The referral process in Kirklees ensures that referrals made to the Prevent Hub are appropriate and informed. Not all referrals to the Prevent hub will be discussed at the Kirklees Channel Panel as many cases can be dealt with outside of the Channel process often by the referrer and or with the support of the Prevent Hub and partners.

### Raising concerns

Before making a referral institutions should read the 'Prevent referral guidance for partners' which can be found on One Hub or at [www.kirklees.gov.uk/prevent](http://www.kirklees.gov.uk/prevent)

### Kirklees Prevent Referral pathway



## Prevent contact details

### General enquiries

Kirklees Prevent Hub

**01924 483747**

[www.kirklees.gov.uk/prevent](http://www.kirklees.gov.uk/prevent)

### Referrals and advice

Kirklees Prevent Engagement Manager

Mark Gilchrist

01924 483747

07890586045

Anycomms – Prevent Referral

[Prevent@kirklees.gcsx.gov.uk](mailto:Prevent@kirklees.gcsx.gov.uk)

## 3.6 Online safety

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation- technology often provides the platform that facilitates harm. An effective approach to online safety empowers the College/college to protect and educate the whole College or college community in their use of technology and establishes mechanisms to identify intervene and escalate into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material;
- contact: being subjected to harmful online interaction with others;
- conduct: personal online behaviour that increases the likelihood of, or causes, harm.

### Filters and monitoring

The governing body/ proprietor will be doing all that they reasonably can to limit children’s exposure to the above risks from the College /college IT system. As part of this process, the governing body/ proprietor will ensure the College/college has appropriate filters and monitoring systems in place. Whilst considering their responsibility to safeguard and promote the welfare of children, and provide them a safe environment in which to learn, governing bodies and proprietors will consider the age range of the students, how often they access the Colleges IT system and the proportionality of costs V’s risks.

The appropriateness of the filtering and monitoring systems in place will be informed in part by the risk assessment required by the Prevent duty (see para 3.4)

Whilst it is essential that governing bodies and proprietors should ensure that appropriate filters and monitoring systems are in place; they should be careful that “over-blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding

The following link provides further guidance on what “appropriate” might look like:

[www.saferinternet.org.uk/advice-and-resources/teachers-and-professionals/appropriate-filtering-and-monitoring](http://www.saferinternet.org.uk/advice-and-resources/teachers-and-professionals/appropriate-filtering-and-monitoring)

Further detailed information on the College/college response to online safety can be found in the separate College / college online safety policy and associated acceptable use policies in respect of information technology in use by staff and students/students.

## **Section 4      Taking Action to ensure that Children are Safe at College and at Home**

All staff will follow the West Yorkshire Consortium Safeguarding Children Procedures which are consistent with 'Working Together to Safeguard Children 2015' and 'What to do if you are worried a child is being abused'.

It is **not** the responsibility of the College staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. All concerns regarding the welfare of students will be recorded and discussed with the designated safeguarding lead with responsibility for child protection (or another senior member of staff in the absence of the DSL) prior to any discussion with parents.

### **4.1      Concerns that staff must immediately report:**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play;
- any explanation given which appears inconsistent or suspicious;
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play);
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment;
- any concerns that a child is presenting signs or symptoms of abuse or neglect;
- any significant changes in a child's presentation, including non-attendance;
- any hint or disclosure of abuse from any person;
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).

### **4.2      Responding to Disclosure**

Disclosures or information may be received from students, parents or other members of the public. The College recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the Designated Safeguarding Lead, make a contemporaneous record and contact Kirklees Referral and Response Service on 01484 456848 for consultation.

#### Principles:

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated safeguarding lead in order that s/he can make an informed decision of what to do next.

#### Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm;
- try to ensure that the person disclosing does not have to speak to another member of College staff;
- clarify the information;

- try to keep questions to a minimum and of an 'open' nature e.g. 'Tell me what happened?' rather than 'Did x hit you?';
- very young children often do not understand the concept of time so be careful if asking the question 'when did that happen';
- try not to show signs of shock, horror or surprise;
- not express feelings or judgements regarding any person alleged to have harmed the child;
- explain sensitively to the person that they have a responsibility to refer the information to the designated safeguarding lead;
- reassure and support the child as far as possible;
- explain that only those who 'need to know' will be told;
- explain what will happen next and that the person will be involved as appropriate.

#### **4.3 Action by the Designated Safeguarding Lead (or other senior person who is able to cover this role)**

Following any information raising concern, the DSL will consider:

- any urgent medical needs of the child;
- making an enquiry to find out if the child is subject to a child protection plan by ringing Referral and Response service - 01484 456848;
- discussing the matter with other agencies involved with the family;
- consulting with appropriate persons e.g. Safeguarding Officer and/or Referral and Response Service;
- the child's wishes.

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk (i.e. sexual abuse, forced marriage or fabricated illness);
- whether to make a child protection referral to Children's Social Care Referral and Response Service because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

**OR**

- not to make a referral at this stage;
- if further monitoring is necessary;
- if it would be appropriate to undertake an assessment – Single Assessment Part 1 process (formerly Early Help Assessment) and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to the Referral and Response Service will be followed up in writing within 24 hours.

#### **4.4 Action following a child safeguarding referral**

The Designated Safeguarding Lead or other appropriate member of staff will:

- make regular contact with the social worker involved to stay informed;
- wherever possible, contribute to the strategy discussion;

- provide a report for, attend and contribute to any subsequent child protection conference;
- if the child or children are made the subject of a child protection plan, contribute to the child protection plan and attend core group meetings and review conferences;
- where possible, share all reports with parents prior to meetings;
- where in disagreement with a decision made by Referral and Response Service e.g. not to apply child protection procedures or not to convene a child protection conference, follow the guidance in the West Yorkshire Consortium Safeguarding Children Procedures 8.2 - Resolving Professional Disagreements;
- where a child subject to a child protection plan moves from the College or goes missing, immediately inform Kirklees Referral and Response Service on 01484 456848.

#### **4.5 Recording and Monitoring**

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All documents will be retained in a 'Child Safeguarding' file, separate from the child's College file. This will be locked away and only accessible to the head teacher and designated safeguarding lead. These records will be copied with the original file being transferred to any College or setting the child moves to, clearly marked 'Child Safeguarding, Confidential, for attention of Designated Safeguarding Lead for Child Safeguarding.' The copy file will be retained by the College until the child's 25<sup>th</sup> birthday.

If the child goes missing from education or is removed from roll to be educated at home then any child safeguarding file should be copied and the copy sent to the Attendance & Student Support Service. Original copies will be retained until the child's 25<sup>th</sup> birthday.

#### **4.6 Supporting the child and partnership with parents**

- College recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents.
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child.
- We will provide a secure, caring, supportive and protective relationship for the child.
- Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why.
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.
- Working Together 2015 states; Children should, wherever possible, be seen alone and local authority children's social care has a duty to ascertain the child's wishes and feelings regarding the provision of services to be delivered. It is important to understand the resilience of the individual child when planning appropriate services. The Children Act 1989 promotes the view that all children and their parents should be considered as individuals and that family structures, culture, religion, ethnic origins and other characteristics should be respected.



- Staff must realise the importance of not only listening to the child but also taking action to ensure the child's safety.

## **Section 5 Allegations of Abuse made against Teachers and other Staff (including Volunteers)**

Where an allegation is made against any person working in or on behalf of the College that he or she has:

- behaved in a way that has harmed a child or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates s/he would pose a risk of harm to children.

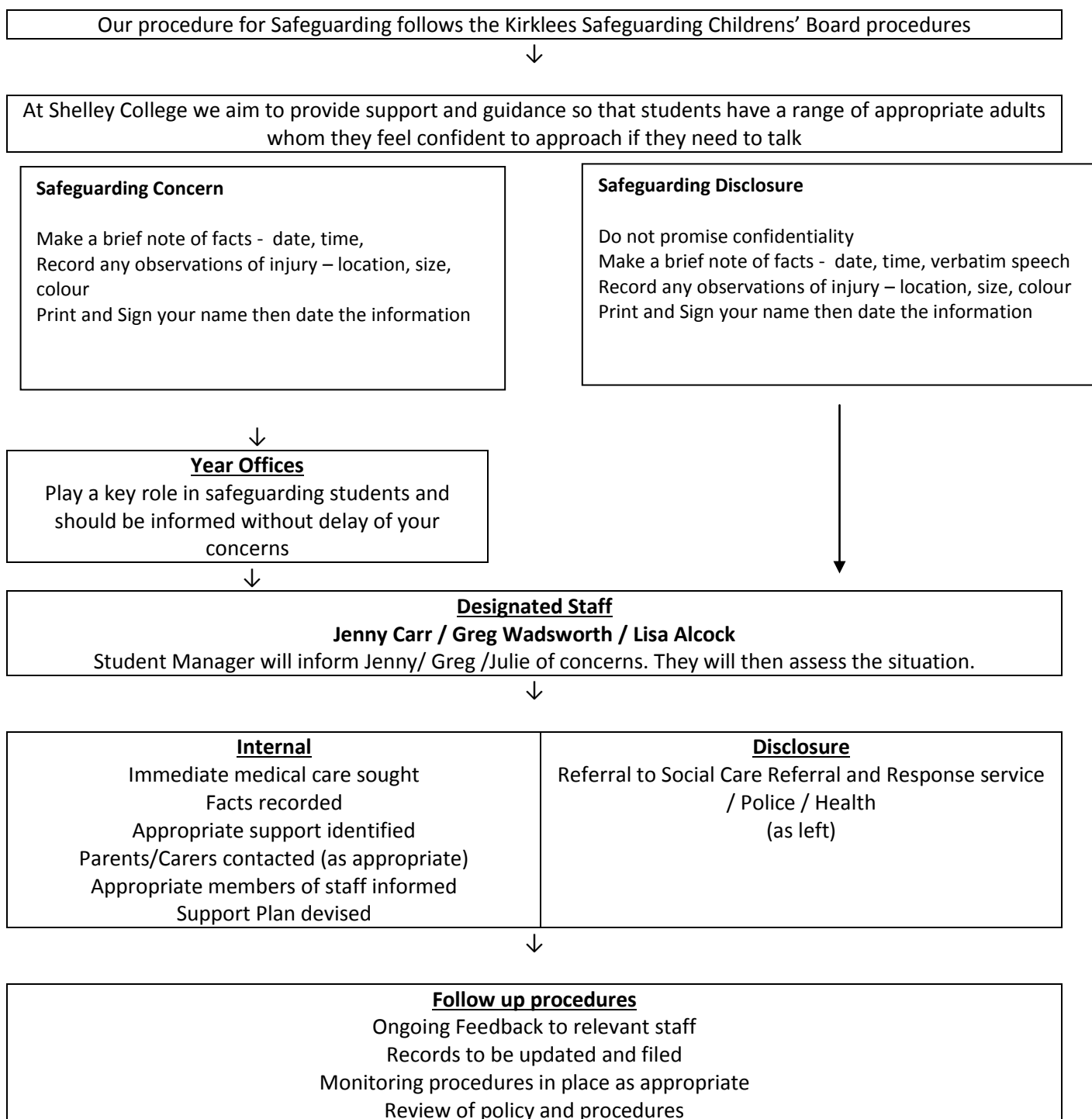
We will apply the same principles as in the rest of this document and we will always follow the West Yorkshire Consortium Safeguarding Children Procedures that can be accessed at <http://westyorkscb.proceduresonline.com/> at section 2.6. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in the safe room in College.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial action to be taken:

- The person who has received an allegation or witnessed an event will immediately inform the head teacher and make a record.
- In the event that an allegation is made against the head teacher the matter will be reported to the Chair of Governors who will proceed as the 'head teacher'.
- The head teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children.
- The head teacher may need to clarify any information regarding the allegation; however no person will be interviewed at this stage.
- The head teacher (or Chair of Governors if the allegation is about the Head Teacher) will consult with the Local Authority Designated Office for Child Protection immediately, in order to determine if it is appropriate for the allegation to be dealt with by College or whether there needs to be a multi-agency response to the matter.
- The needs of the child or children will remain at the centre of all action taken. With this in mind, any referral to the Local Authority Designated Officer should also be accompanied by consultation with Kirklees Referral and Response Service. This is to establish from the outset whether the concerns identified meet the threshold for a Section 47 child protection investigation and/or the police in respect of any criminal investigation.
- Consideration will be given throughout to the support and information needs of students, parents, staff and the employee the subject of the allegation.
- The head teacher will inform the Chair of Governors of any allegation against a member of College/college staff.
- If consideration needs to be given to the individual's employment and immediate management of risk, advice will be sought from Share MAT HR advisor.

## Appendix 1 – Referral Flow Chart for Safeguarding at Shelley College and Quick reference guide



### Quick guide to Safeguarding

#### Professional Behaviour for all staff

- All staff (teaching, support, volunteers and contractors) are responsible for the Safeguarding of Shelley College students.
- All students on roll at the College are classified as a child for the purposes of Safeguarding
- Occasionally, a child or young person may develop an infatuation with an adult who works with them.
- In this situation the adult should deal with this situation as sensitively and appropriately, to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach. If a situation such as this arises it must be referred

to the Designated Safeguarding Lead (DSL). (Safer Working Practices Guide for adults that work with children and young people) (2015)

- Where a person aged 18 or over is in a specified position of trust, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. (Sexual Offences Act 2003). (In a position of trust is referring to an individual who works at an educational establishment where the student is on roll).
- All adults who work with, and on behalf of children are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children and young people. (Safer Working Practices Guide for adults who work with children and young people) (2015)
- If you suspect a breach of College policy with regards to Safeguarding it is your responsibility to report this to the Designated Safeguarding Lead or the Deputy, or follow the College Whistleblowing Policy.
- It is in the interest of all staff, if working on a one to one basis with a student, to be in an area where they can be seen, to reduce the risk of allegations being made against them.
- Members of staff must not be friends with students on social media sites (with the exception of parent/child relationships) and it is advisable to ensure your security settings are such that students or their parents can not see your personal information.
- Members of staff must ensure their behaviour on social media sites can not bring their professionalism or the school's name into disrupt.

### **Receiving a disclosure from a student**

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated safeguarding lead in order that s/he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm;
- try to ensure that the person disclosing does not have to speak to another member of College staff;
- clarify the information;
- try to keep questions to a minimum and of an 'open' nature e.g. 'Tell me what happened?' rather than 'Did x hit you?';
- very young children often do not understand the concept of time so be careful if asking the question 'when did that happen';
- try not to show signs of shock, horror or surprise;
- not express feelings or judgements regarding any person alleged to have harmed the child;
- explain sensitively to the person that they have a responsibility to refer the information to the designated safeguarding lead;
- reassure and support the child as far as possible;
- explain that only those who 'need to know' will be told;
- explain what will happen next and that the person will be involved as appropriate.

### **Raising Concerns about a young person**

- Make notes writing down as much detail as possible, what was said or seen, putting the scene into context, and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. All records must be signed and dated clearly.
- This information must be passed to the Student Manager who will seek advice from the Designated Safeguarding Lead. You will receive an email from the Student Manager with the Safeguarding Lead copied into the email to thank you for your Safeguarding referral.



**ALL STAFF - SAFEGUARDING INCIDENT /CONCERN FORM**

<b>Student name</b>	<b>Date of birth and Year Group</b>
<b>Name and position of person completing form (please print)</b>	
<b>Date of incident/concern: dd.mm.yy</b>	
<b>Incident/concern (who what where when)*</b>	
<b>Any other relevant information (witnesses, immediate action taken)*</b>	
<b>Action taken*</b>	
<b>Signature</b>	<b>Date form completed (dd mm yy)</b>

\*Continue on a separate sheet if necessary



**DSL - SAFEGUARDING RECORD FRONT SHEET**

<b>Student name:</b>		<b>Date of birth:</b>	
<b>Any other name by which child is known:</b>			
<b>Home address:</b>		<b>Current address (if different)</b>	
<b>Telephone no:</b>			
<b>Family members i.e. parents/carers /siblings:</b>			
<b>Name</b>	<b>Relationship</b>	<b>Address</b>	<b>School details</b>
<b>Date file started:</b>			
<b>Are records held in college relating to other connected children?</b>			
<b>Contact details of other professionals</b>			
<b>Name</b>	<b>Agency</b>	<b>Address</b>	

**DSL SAFEGUARDING RECORD OF ACTION/CONTACTS**

<b>STUDENT NAME:</b>		
<b>DATE</b>	<b>DETAILS</b>	<b>SIGNATURE</b>

**DSL DETAILED RECORD OF ACTION**

**STUDENT NAME:**

<b>DATE</b>	<b>DETAILS</b>
<b>Signature</b>	



## Appendices 2 - Contacts

Local Authority Designated Officer (LADO) Lynne Wilson 01484 226 748

LADO email address [cpru.reports@kirklees.gcsx.gov.uk](mailto:cpru.reports@kirklees.gcsx.gov.uk)  
LADO AnyComms address - "child protection" in drop down menu

Safeguarding Officer (Colleges & Learning) Steve Barnes 01484 225 804  
07773 943873

Safeguarding Officers email [Colleges.safeguardingofficers@kirklees.gov.uk](mailto:Colleges.safeguardingofficers@kirklees.gov.uk)

### Learning Service

Online safety ITCAS team	Fiona Denham	01484 225 724
Special Colleges	Liz Singleton 71754	01484 221 000
Secondary Colleges	Helen Metcalfe 72565	01484 221 000
Primary Colleges	Bev Richards 72548	01484 225 735

Children Missing Education/Child Employment	Maggie Featherstone	01484 221 000
Missing Children Education Team		01484 225 509
Virtual College head teacher	Janet Tolley	01484 221 000

### Attendance and Student Support

Service Manager:	Nick Bartholew	01924 326 509
Deputy Service Managers:	Alastair Megahy(North Kirklees)	01924 326 004
	Maggie Featherstone(South Kirklees)	01484 221 000

### Stronger Families

[www.kirklees.gov.uk/strongerfamilies](http://www.kirklees.gov.uk/strongerfamilies)  
[stronger.families@kirklees.gov.uk](mailto:stronger.families@kirklees.gov.uk)

### Prevent Co-ordinator

Lee Hamilton 07528 988798

### Human Resources - Child Protection lead

Gary Scargill 07976 497 848 HR Colleges Direct Line 01484 205 095

[hr@kirklees.gov.uk](mailto:hr@kirklees.gov.uk)

### Children's Social Care

#### Referral and Response Service

Duty Social Workers: 01484 456 848

If you need to contact the Referral and Response Service in a non-emergency you can email using [MASH@kirklees.gcsx.gov.uk](mailto:MASH@kirklees.gcsx.gov.uk) . This email address can also be used to request a ring back.

For secure transfer of emails from Colleges use AnyComms – address – "Duty and Assessment (D&A)" in drop down menu

### Out of Hours

Emergency Duty Team 01484 414 933

## CP Conferences

Child Protection & Review Unit 01484 225 850

## Online Safety incidents

INTECH helpdesk 01484 414 714

National helpline <http://www.saferinternet.org.uk/helpline>

## West Yorkshire Police

Child Safeguarding Unit - Kirklees 01924 431 134

## Early Help Access Team (Single assessments)

earlyhelpaccesssteam@kirklees.gov.uk 01484 456 823

## Useful websites, guidance documents, training materials

### Websites

Kirklees Safeguarding Children Board [www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com)  
(Safeguarding children procedures and training)

Children Missing from Education [maggie.featherstone@kirklees.gov.uk](mailto:maggie.featherstone@kirklees.gov.uk)

CAPE (Child Protection in Education) [www.cape.org.uk](http://www.cape.org.uk)

Keeping Children Safe [www.ceop.gov.uk](http://www.ceop.gov.uk)

KS2/3 [www.dotcomcf.org/](http://www.dotcomcf.org/)

Bullying & child abuse [www.anti-bullyingalliance.org.uk/](http://www.anti-bullyingalliance.org.uk/)  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

Internet Safety [www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)  
[www.childnet-int.org](http://www.childnet-int.org)

KS2/3 [www.kidsmart.org.uk](http://www.kidsmart.org.uk)  
[www.yhgfl.net](http://www.yhgfl.net)

The Female Genital Mutilation Helpline [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)  
0800 028 3550

Safe Practice in Physical Education in Colleges and College Sport 2012  
[www.afpe.org.uk/membership-services/health-a-safety/safe-practice](http://www.afpe.org.uk/membership-services/health-a-safety/safe-practice)

### DfE (DCSF) Documents

Keeping Children Safe in Education (DfE 2016)  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Working Together to Safeguard Children (DfE 2015)  
[www.gov.uk/government/publications/working-together-to-safeguard-children--2](http://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

What to do if you're worried a child is being abused (DfE 2015)

## College Documents

Guidance for Safe Working Practice for Adults who work with Children and Young People in Education settings - 2009

<http://www.safeguardinginColleges.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-settings/>

NEOST Guidance

[www.lge.gov.uk](http://www.lge.gov.uk)

## Training Materials

Online Basic Awareness Training

[www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com)

Whole College Safeguarding Training

Steve Barnes Safeguarding Officer for Colleges & Learning

01484 225804

Safer Recruitment Training - Traded Learning Service

01484 225828

(class room based course)